

Memorandum

To: Institutional/Commercial Applicants to Historic Design & Review Commission
From: City Historic Preservation Office
Date: November 6, 2000 (REVISED December 6, 2001)
Subject: HDRC Application Requirements and Forms

In order to further expedite processing of Historic and Design Review Commission applications, effective November 6, 2000, *every* application submitted by institutional sponsors and professional consultants (architects, engineers, designers, planners, artists) **must** contain a written project description. Descriptions should be in text-style prose, suitable for reading during HDRC meetings. **Outlines and descriptions using incomplete sentences may be returned for revision.** The description should include a brief logical and/or thematic breakdown of the scope of work by major components and subcomponents; an explanation of each component (what is being demolished, added, altered, or constructed in relation to any existing structural elements, the overall site plan, and the general surroundings); locations and dimensions of work areas that can be easily related to accompanying photos and plans; the types of construction and materials; and the styles, colors, and textures of materials. Conceptual proposals will continue to be acceptable without precise details of designs and materials, but must include a similar written description of the known design elements, materials, and scope of work.

Descriptions for signage applications should include the type (pole, monument, blade, façade, banner, awning), a description of the backing material (cloth, plastic, wood, metal, composite, etc.), lighting, method and materials for attachment or support, dimensions, and maximum height (highest point for sign and supports). Public arts project narratives must describe the themes and styles of the artworks, proposed media, dimensions, and artists' names. All signage and public art applications should include scaled and proportioned color prototype renderings.

Whenever feasible, 8.5" x 11" sized copies of project plans and specifications should be included in applications. The HDRC agenda packages are produced in black and white copy, so highlighter pen outlines or drawings will not show up. Use bold black outlines and drawings for emphasis instead. Notebooks, binders, and folders are usually superfluous and will likely be discarded to conserve file storage space. Photos of general area settings, all exterior facades, and close-ups of proposed work areas, artwork sites, or signage locations, should also always be included. All applicants **MUST** complete **ALL** items (including legal descriptions and addresses for all project locations; and names, addresses [INCLUDING ZIP CODES], phone and fax numbers for property owners, sponsors, and consultants) for **EVERY** application submitted, and every application must include fully completed Historic Preservation Office forms that are applicable to the project. PLEASE SUPPLY AN **EMAIL ADDRESS** FOR THE APPLICANT WHEN POSSIBLE. **Incomplete applications will be returned for completion.**

IMPORTANT: UNLESS OTHER ARRANGEMENTS ARE MADE WELL IN ADVANCE, SUBMISSION DEADLINES WILL BE STRICTLY OBSERVED! Exceptions will be subject to case load at the time!

HDRC application forms and sample project descriptions are attached and appear on our website at http://www.sanantonio.gov/planning/Historic/historic_appform.pdf. If there are any questions, please call me at 207-7306 or email me at huecker@sanantonio.gov.

Herb Uecker
Planner II (HDRC agenda coordinator)
City Historic Preservation Office

SAMPLE DESCRIPTIONS FOR HISTORIC DESIGN AND REVIEW COMMISSION APPLICATIONS

Sample #1. Conceptual Approval for Renovations to Commercial Building

The applicant is requesting a Certificate of Appropriateness for conceptual approval for adaptive re-use of the Old City Jail building as a 75-80 suite hotel. Exterior modifications include:

- (1) demolition of part of the post 1920s vintage north one-story addition;
- (2) removal of the 1980s vintage open stair and addition of a new enclosed fire stair on the east façade;
- (3) removal of the existing ground-mounted cooling tower and addition of a new roof-mounted cooling tower that will be screened by a new parapet wall integrated into the new fire stair;
- (4) site development, including an upgraded vehicular entry court on the west frontage, accessible entry, swimming pool/patio/shade structure on the north frontage, courtyard development on the south and east frontages, and new landscaping;
- (5) removal of existing jail bars over windows;
- (6) restoration and reconstruction of existing windows
- (7) substitution of operable French doors, detailed to match existing windows, for some first floor windows in order to improve site access;
- (8) repainting of the exterior;
- (9) addition of exterior identifying graphics; and
- (10) addition of a hot tub, swimming pool, gazebo, fountain, private patios, and landscaping to the ground and roof levels.

Signage text will consist of "Courtyard Suites Hotel" placed above entry and at top of façade on the west elevation, at top of fire stair on the east elevation, at top of south elevation toward the west end, and at top of north elevation toward the west end.

Sample #2. Final Approval for Residential Fencing

The applicant is requesting a Certificate of Appropriateness for final approval to construct an iron fence around the front yard and portions of the side yards of the property. The fence is four feet in height and 120 feet in length and is designed with three 1" square tube horizontal support rails, 2" square tube posts (approximately 7 ft on centers) capped with torch-cut steel plate star ornaments, and crennulated (hand bent) 3/8" steel rod uprights 6" on centers between posts. The front gate is four feet wide and features a torch-cut, 2" square steel tube overhead arch capped with torch-cut steel-plate address numerals. The panels between posts and the gate panel are highlighted with 3/16", torch-cut, steel-plate animal and plant icons.

Sample #3. Final Approval for Signage Changes

The applicant is requesting a Certificate of Appropriateness for final approval to change the signage on the property including:

- (1) repainting of two 44"x8'2" cabinets on two existing antique, double-face, illuminated, projecting signs on the second floor to match "Sheraton Blue" (Mathews-LS-21789);
- (2) repainting of the faces only (cabinets excluded, which will remain black) of three existing 16"x84", antique, double-face, illuminated under-canopy signs, as described in (1) above;
- (3) removal of an existing (located on first floor wall by the front entrance) 18"x18" brass wall plaque with the wording "The Camberly Gunter w/a/ logo" and replacement with the same size plaque with the Sheraton logo only in "Sheraton Blue" background and with brass "S" logo;
- (4) removal of an existing set of modern internally illuminated channel letters with current text "GUNTER HOTEL" 2'-3' in height, on the tower's south elevation, and replacement with a set of standard 4', internally illuminated red channel letters, with "Sheraton" text.
- (5) installation of a set of standard Sheraton 3' internally illuminated red channel letters over the parking garage entrance and two 10' standard internally illuminated red logos on the north and east elevations of the tower.

SAMPLE DESCRIPTIONS FOR HISTORIC DESIGN AND REVIEW COMMISSION APPLICATIONS

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Sample #4. Final Approval for New Signage

The applicant is requesting a Certificate of Appropriateness for final approval for addition of one sign and its decorative metal mounting bracket. The sign will be of 3/4 inch plywood, with white painted background and text in a pastel shade of purple. The text will be "Martinez Street Women's Center." The size of this sign will be 2'6"x3'0" and it will be suspended blade style from a black, painted, metal bracket hung from the center of the trim piece above the lower story, front façade, box window.

Sample #5. Final Approval for Residential Addition

The applicant is requesting a Certificate of Appropriateness for final approval for additions to the Family Space and the Master Bath of the existing home on the property. Wood siding, composition roof, roof pitch, and eaves in the additions will match those of the present home. One of the existing wood windows will be relocated to the additions. New fixed and single hung windows, and all exterior doors, will be wood and will be of similar styles to those now on the home. A new chimney with exterior wood casing will be constructed, and a new concrete step will be built on the east side elevation. See plans A-1, A-2, A-4 for additional details of exterior elements.

Sample #6. Final Approval for Commercial New Construction

The applicant is requesting a Certificate of Appropriateness for final approval for construction of a new and used car retail sales facility. Components of this project include:

- (1) construction of an office building, by Morgan Buildings, Inc., totaling approximately 752 square feet in size; with wood frame; concrete-block pier foundation; low-pitched gable-style roof; and corrugated sheet metal siding, roof, and trim, and baked on enamel paint, aluminum color on roof top, almond on main body, and dark green on trim.
- (2) construction, with similar materials to those used in the office building, except with a concrete slab foundation, of a 25-bay repair shop/garage building, by Metal Mart, Inc., totaling approximately 1,500 square feet in size;
- (3) installation of a sanitary septic system including tank, lines, and drain field;
- (4) construction of adjoining, six-space, asphaltic concrete, customer parking lot, including one ADA space; paved outdoor vehicle storage and display lot; concrete curbing, driveway, sidewalk, ramp, and approach apron; and planter areas;
- (5) installation of landscape plants, which consist of a mix of native and domestic trees, shrubs, groundcovers, and zoysia sod; and,
- (6) installation of irrigation system throughout landscaped and sodded areas.

A separate application will be made by the owner at a later time for any decks, porches, or rails that may need to be added, and for signage.

Sample #7. Conceptual Approval for Commercial New Construction

The applicant is requesting a Certificate of Appropriateness for conceptual approval to:

- (1) construct a new five-story, 87-room, brick-veneer Holiday Inn Express hotel (see accompanying plans and specifications for details) to be located between along Commerce Street between North Mistletoe and Swiss Streets; and
- (2) relocate the structure at 118 Swiss Street, at the northwest corner of the property, in order to provide additional parking spaces.

SAMPLE DESCRIPTIONS FOR HISTORIC DESIGN AND REVIEW COMMISSION APPLICATIONS

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Sample #8. Conceptual Approval for Limited Demolition/Renovations for Restaurant along RiverWalk

The applicant is requesting a Certificate of Appropriateness for conceptual approval to perform limited demolition and renovation at the Rio Rio Cantina Restaurant. The project will include the following work items (the accompanying exhibits provide further details):

- (1) new signage, hostess section, and menuboard unit;
- (2) replacement of flooring materials at exterior dining areas (optional);
- (3) new exterior dining furniture;
- (4) new canopy system at riverside dining tables;
- (5) replacement of selected doors and windows;
- (6) new exterior paint on exterior walls, doors and windows, railings and metal grillwork, and on miscellaneous other items;
- (7) new tensile fabric covers at two upper level dining balconies;
- (8) refurbish existing balcony water feature;
- (9) additional metal grillwork at existing stair, boundary with "The Original", and at windows shared with "The Original";
- (10) replacement of exterior lighting fixtures; and
- (11) addition of planters and ceiling fans on balconies, hung on railings, and on the patio at the river level (optional).

Sample #9. Final Approval for Addition of Public Art Enhancements

The applicant is requesting a Certificate of Appropriateness for final approval for addition of a public arts component to the Historic Civic Center River Link Project design enhancement package. The arts component, by artist Celia Alvarez Munoz, consists of wall texts, decorative/informative pavements, and a commemorative manhole cover at six RiverWalk landings within the project area:

- (1) WALL TEXTS. Wall texts will be recessed lettering on concrete produced by immersing wood letter models in poured concrete and then removing the wood models after the concrete sets:
 - (a) Landing 1: "Like life, como la vida, I have made adjustments bending here and there continuamente."
 - (b) Landing 2: "I ran free, like the first human that walked me yanawana was my name peaceful waters?"
 - (c) Landing 3: "I was tamed, rio amanzado to yield, to beed, to foster me nombraron San Antonio who finds the lost."
 - (d) Landing 4: "I gave mills, comercio, industria, and invited imigrants de a monton."
 - (e) Landing 5: "I put people to work during the hardest times la depresion, la guerra, mano a mano."
 - (f) Landing 6: "I continue to change open to this new milenio, but how will you care for me now viejo y seco?"
- (2) DECORATIVE PAVEMENTS. The decorative pavements will be embellishments of the existing ribbed concrete park paths. The new sections in the pavements will serve as "fossils" or bits of history relating to the Wall Texas and will reveal an unfolding symbolic time narrative of the river's past from prehistory to the present entitled "El Rio Habla." This historical narrative will include elements of the local archeology as well as the social and industrial history of San Antonio. Individual icons will consist of a carpenter's hammer, pliers, work goggles, a work glove, a pocket watch, a canning jar, a segment of an industrial pipe assembly with valve handles, and an assortment of steel cutters.
- (3) LANDING 5 COMMEMORATIVE MANHOLE COVER. The manhole cover at Landing 5 will be a 30"-diameter, cast iron plate with embossed designs and text commemorating the positive celebration of the work ethic implicit in the spirit of the WPA era and the WWII years. It will bear the "Work Wins Wars" slogan around the outer rim and the central text "I put people to work during the hardest times, La Depresion, La Guerra, Mano a Mano."

SAMPLE DESCRIPTION FOR NEW SINGLE FAMILY RESIDENCE

The applicant is requesting a Certificate of Appropriateness for final approval to build a single-story, traditional style home and detached double garage on the property according to the attached plans and specifications. Proposed design and construction features of the home include concrete slab-on-grade foundation; composition, dimensional-shingle roof, combination hip-and-gable style roofing; desert sand brick veneer siding; wood eaves, door and window trim; and vinyl-clad, divided-light windows. The home will also feature a covered front porch with two column supports and a bay window in the dining area. The garage will be of generally similar style and construction using materials and colors that match those for the home, except that the siding will be Hardi Plank panels and the roof will be hip style. Paint colors for wood elements of both structures will be White on White (30GY 88/014) with Grey Pearl (10YY 63/027) trim.